



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

**COMMAND POLICY**  
**AG-02**

REPLY TO  
ATTENTION OF

AFZF-AG

18 June 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Processing of Military Awards

1. REFERENCE. Army Regulation 600-8-22, Military Awards, 25 February 1995.
2. APPLICABILITY. This policy applies to all Fort Hood units and personnel.
3. POLICY. The goal of the Army's Military Program is to foster mission accomplishment by recognizing professional excellence and motivating Soldiers to high levels of performance and service.
  - a. Commanders will achieve the Army's goal by developing and maintaining a unit level Awards Programs that achieves the following:
    - (1) Prompt and public recognition of achievements that significantly contributed to the readiness, effectiveness, morale and esprit de corps of a unit or organization. Failure to recognize a deserving Soldier prior to his/her departure is a leadership failure.
    - (2) Consistent and judicious association of a Soldier's level of responsibility and performance to the award that he/she receives. The degree to which a Soldier's achievement(s) enhanced the readiness or effectiveness of his/her unit or organization will be the predominant factor in determining the level of award.
  - b. There is no policy that prohibits appropriate awards for recognition solely because a Soldier is changing duty stations within an installation. Commanders possess the authority to decide whether a Soldier making an intra-post transfer will receive an award or letter of continuity.
  - c. Military awards forwarded to the Commanding General, Fort Hood for approval will arrive on time. These award recommendations will be submitted at least 30 days prior to the desired presentation date. If higher headquarters approval is required, the recommendation will be submitted at least 90 days prior to the desired presentation date. Awards submitted late will include a letter explaining the circumstances that precluded timely submission signed by the submitting commander.

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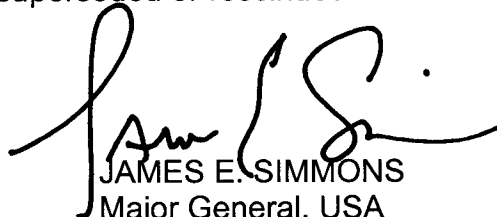
d. Narrative descriptions of meritorious service or achievement for awards of the Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) will be limited to the space allowed on the DA Form 638. For awards of the Legion of Merit (LOM) and above, a separate one-page narrative is required. Retirement service awards may include periods of service longer than that served in the recommending command, but such periods are limited to the last ten years.

e. Award approval authorities may issue on-the-spot achievement awards (also known as "impact awards") when immediate recognition of a special act or accomplishment is warranted. As soon after the act or accomplishment as practical, the award will be processed according to normal administrative procedures to ensure that the award is properly documented in official military records.

f. Commanders with award approval authority, reporting directly to the Commanding General, Fort Hood, are delegated disapproval authority for the next higher award (AR 600-8-22, paragraph 3-4d).

AWARD	APPROVAL AUTHORITY (Required Rank)	DISAPPROVAL AUTHORITY (Required Rank)	DUE TO CORPS
LOM (PCS)	FORSCOM CDR (GEN)	FORSCOM CDR/FT HOOD CDR/DIV CDR (MG)	90 Days prior to presentation date
LOM (Retirement)	FT HOOD CDR (MG)	FT HOOD CDR/DIV CDR (MG)	30 Days prior to presentation date
MSM	FT HOOD CDR/DIV CDR/COSCOM CDR/(MG)	FT HOOD CDR/DIV CDR/COSCOM CDR/(MG)/BDE CDR (COL)	30 Days prior to presentation date
ARCOM	BDE CDR (COL)	BN CDR (LTC)	NA
AAM	BN CDR (LTC)	BN CDR (LTC)	NA

4. EXPIRATION. This Fort Hood Command Policy memorandum supersedes previous policies and will remain in effect until superseded or rescinded.

  
JAMES E. SIMMONS  
Major General, USA  
Commanding

DISTRIBUTION:  
IAW FH Form 1853: A